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ABSTRACT

This second edition of a popular book contains the basics included in the first edition along with two new chapters (chapters 9 and 11) revisions and updates to recommended readings, and revisions based on recent literature. The 12 chapters of the book are as follows: (1) Introduction; (2) How Adults Learn; (3) Helping Adults Learn; (4) Preparing the Course; (5) Measuring Results; (6) Discovering Your Participants; (7) Involving Your Participants; (8) Varying Your Teaching Techniques; (9) Energizing the Learning Environment; (10) Making It Better--Evaluations; (11) Learning in the Twenty-First Century; and (12) Summary. Three appendixes include guides for writing course descriptions, suggestions for promoting a class, and 10 suggestions for further reading. A bibliography contains 53 references. (KC)

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